

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF ILLINOIS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Plaintiff(s)

vs.

Case No: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Defendant(s)

PRO SE COMPLAINT AGAINST EMPLOYMENT DISCRIMINATION, UNDER TITLE  
VII OF THE CIVIL RIGHTS ACT OF 1964, 42 U.S.C. §§ 2000e-5

I. PREVIOUS PROCEEDINGS BEFORE THE EQUAL EMPLOYMENT  
OPPORTUNITIES COMMISSION (EEOC)

A. Have you filed a charge before the federal Equal  
Employment Opportunities Commission (EEOC) relating to this  
claim of employment discrimination?

( ) YES

( ) NO

B. If your answer is YES, Describe the EEOC proceeding:

1. Parties to the previous EEOC proceeding:

Petitioner (s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Respondent (s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Location of EEOC office that handled your  
charge:

\_\_\_\_\_

3. Docket or case number of your charge: \_\_\_\_\_

4. Disposition (what was the final result of your  
charge): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Has EEOC written you a right-to-sue letter

in a United  
dissatisfied with  
charge)?

(telling you you have the right to sue  
States District Court if you are  
the disposition of your

( ) YES

( ) NO

6. Date of filing charge before EEOC: \_\_\_\_\_

7. Date of disposition by EEOC: \_\_\_\_\_

C. Attach copies of all documents you possess relating to  
the EEOC proceeding, ESPECIALLY YOUR RIGHT-TO-SUE LETTER.

II. PREVIOUS LOCAL, STATE OR FEDERAL PROCEEDINGS OTHER THAN EEOC

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A. Have you begun other legal proceedings before state or local courts or agencies, or a federal court (but NOT the EEOC) relating to your claim of employment discrimination?

( ) YES

( ) NO

B. If your answer is YES, describe each legal proceeding:

1. Parties to the previous legal proceeding:

Plaintiff(s) or petitioner(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Defendant(s) or respondent(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Name of court or agency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Docket or case number: \_\_\_\_\_

4. Name of the judge or hearing officer: \_\_\_\_\_

\_\_\_\_\_

5. Disposition (for example: Was the case dismissed? Who won? Was there an appeal? Is the appeal pending or final? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
6. Date of beginning previous proceeding:\_\_\_\_\_

7. Date of disposition of proceeding:\_\_\_\_\_

NOTE: If there was more than one previous legal proceeding, excluding an EEOC proceeding, describe them on separate sheets of paper. Follow the outline above, label the sheets clearly, and attach them to this pro se complaint.

C. Have you attached separate sheets regarding previous state, local or federal legal proceedings (other than EEOC)?

( ) YES

( ) NO

III. PARTIES TO YOUR PRO SE COMPLAINT OF EMPLOYMENT  
DISCRIMINATION

A. Plaintiff(s)

1. Your full name \_\_\_\_\_  
\_\_\_\_\_

2. Your address \_\_\_\_\_  
\_\_\_\_\_

3. Names and addresses of other plaintiffs, if any  
(You should name other plaintiffs only if they were  
petitioners with you in a previous EEOC proceeding, or  
else if EEOC began a previous proceeding on behalf of  
you and them): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(Use a separate sheet if necessary; label it clearly if so)

B. Have you attached a separate sheet naming other plaintiffs?

( ) YES

( ) NO

C. Defendant (s) (You should name here the first-named respondent, or else its successor, in the previous EEOC proceeding brought by you or on your behalf):

1. Full name (individual or firm): \_\_\_\_\_

\_\_\_\_\_

2. Business address: \_\_\_\_\_

\_\_\_\_\_

3. Job position (if individual) \_\_\_\_\_

\_\_\_\_\_

4. Status as an entity (if defendant is a business firm) --

( ) Corporation

( ) Partnership

( ) Sole Proprietorship

( ) Other \_\_\_\_\_

(If you do not know this information, and you cannot find out by reasonable means, ask the defendant for it. If the defendant will not tell you, leave this section blank.)

5. Names, business addresses, and job position or entity status of other defendants, if any (you should name additional defendants only if they were named as

respondents in a previous EEOC proceeding brought by  
you or on your behalf): \_\_\_\_\_

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(Use a separate sheet if necessary; label it clearly if so)

D. Have you attached a separate sheet naming other  
defendants?

( ) YES

( ) NO

IV. STATEMENT OF YOUR CLAIM OF EMPLOYMENT DISCRIMINATION

A. Were you:

- ( ) Not hired?
- ( ) Discharged?
- ( ) Suspended?
- ( ) Demoted?
- ( ) Denied Promotion?
- ( ) Denied Wage Increases?
- ( ) Other (please specify) \_\_\_\_\_

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B. State here as briefly, concisely and clearly as possible the essential facts of your claim. Take time to organize your statement; you may use numbered paragraphs if you find it helpful. Include precisely how each defendant in this action is involved. Include the names of other persons involved who are not defendants; give dates and place. Concentrate on describing as clearly and simply as possible the employment practice you allege to be illegal, and how it discriminated against you. IT IS NOT NECESSARY TO MAKE LEGAL ARGUMENTS OR CITE ANY CASES OR STATUTES. IN MOST CIRCUMSTANCES, THIS ONLY MAKES THE CLAIM OF A LAYMAN

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MORE DIFFICULT TO UNDERSTAND. AS MUCH AS POSSIBLE, LET THE  
FACTS SPEAK FOR THEMSELVES.

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DO NOT FEEL COMPELLED TO USE ALL THE SPACE.

V. RELIEF YOU REQUEST

Check below what you want the court to do for you. You may  
make as many checks as you like.

- ( ) Should you prevail in this lawsuit, award you back pay.
- ( ) Should you prevail in this lawsuit, reinstate you in  
your old position.
- ( ) Should you prevail in this lawsuit, award you certain  
costs of suit (but not attorneys fees).
- ( ) Other \_\_\_\_\_

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Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of plaintiff  
or plaintiffs)

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

PHONE NO.: \_\_\_\_\_